

**Office of Select Board  
945 Battle Street/Rte. 127  
Webster, NH 03303**

6:37 pm – Select Board’s Meeting – January 20, 2014

Select Board present: Chairman Bruce Johnson, Selectman Fanjoy and Selectman Mason Donovan.

Chairman Johnson reminded everyone of the upcoming Public Hearing scheduled for February 11<sup>th</sup> on the 2014 Budget.

The Select Board signed the payroll and check manifests.

The Select Board signed the following for Administrative Assistant Judith Jones:

- Selectman Fanjoy made a motion to accept as written the Select Board’s minutes of 12/23/13; seconded by Selectman Donovan and approved.
- The Board signed a notice of “cancellation of the meeting” due to inclement weather scheduled for 1/6/14.
- Selectman Fanjoy made a motion to accept as written the Select Board’s Work Session minutes of 1/6/14; seconded by Selectman Donovan and approved.
- Selectman Fanjoy made a motion to accept as written the Select Board’s Work Session minutes of 1/10/14; seconded by Selectman Donovan and approved. Chairman Johnson was not present at this meeting.
- Selectman Fanjoy made a motion to accept as written the Select Board’s Non-Public Session of 12/23/13; seconded by Selectman Donovan and approved. These minutes are sealed.
- The PA-34 to be filed with the Department of Revenue for Map 10-1-140, which was donated to the Town.
- Webster’s letter of commitment for the Hazardous Waste Clean-up Project, in partnership with Hopkinton, to the Town of Henniker.
- A leave slip request for Mrs. Jones.

Financial Administrator Wendy Pinkham provided a breakdown of the legal expenditures as had been requested for a particular legal case. She provided a copy of the 2014 budget for review. After discussion now and later in the meeting, minor changes were made to the operating budget.

Chairman Johnson advised that the Police Department had provided services to Salisbury as requested and are receiving compensation for four hours.

Road Agent Emmett Bean discussed or advised the Board of the following:

- After discussing the need for cutting edges, etc., Selectman Fanjoy made a motion to approve up to \$3,500 for these expenses; seconded by Selectman Donovan and approved. A purchase order will be prepared for the next meeting.
- Discussed safety issue on the corner of Rumford and Centennial Drive, which has now caused damage to his equipment on two occasions. The decision was for Selectman Donovan to call the owners to discuss the issue.
- Mr. Bean requested research regarding deeded roads to the Town of Webster and any information available regarding the width of the Town owned roads and any other Town roads. Mrs. Jones will work on this with Therese Larson. Discussion ensued regarding fines, posting of roads, and other road issues. Decision was for Selectman Fanjoy to contact Local Government Center counsel for guidance regarding road questions.
- Mr. Bean requested assistance in getting the signs for “No parking” in the winter months planned to be in place by the spring for next year.
- He advised that he is low on sand and that salt needs to be ordered. He questioned whether he should be filling the sand shed on “off” hours, such as when the loader is not readily prepared, to which Selectman Fanjoy suggested that there was no need.

Sue Rauth and Tom Smith requested an update on the “petition” submitted to the Board on 11/12/13 regarding the road safety for Gerrish and Bashan Hollow Roads. Chairman Johnson advised that the Board is working with Chief Robert Dupuis regarding lowering the speed limit, discussed “No Thru Trucking” briefly, but the Board needs to revisit this issue. Discussion ensued. Chairman Johnson opened the discussion to those in attendance, allowing anyone wishing to voice their concerns to speak. Concerns and comments were made from the following: Mr. Smith, Ms. Rauth, Sue Roberts, MJ. Turcotte, Betsy Janeway, Ellen Kontinos-Cilley and Linda Clark. Selectman Donovan spoke about charging a “host fee”, which he will research. Selectman Fanjoy will contact New Hampshire Municipal Association regarding general road questions.

Chairman Johnson opened discussion to the Board regarding the above subject. The Board agreed that they will follow through with the following:

- Discuss the ZBA decision with Town Counsel per NH Municipal Association’s recommendation and follow through with a Public Hearing to be held by the Select Board regarding the issuance of a junkyard license for Copart.
- Consider “No Thru Trucking” for Gerrish and Bashan Hollow Road. Mr. Bean recommended a “weight limit” be posted due to the culvert on Bashan Hollow Road. Also being considered is the lowering of the speed, which of Chief Dupuis is helping with.
- Chairman Johnson will contact Copart regarding the night lighting at the facility as it was previously said that the lights would not be on at night.
- Chairman Johnson will request more Police patrols on these roads to monitor speed and traffic.
- Selectman Donovan will research “host fees” as well as the possibility of increasing any weight limit fines as discussed earlier.

Discussion continued on how the Board would follow through with the above outlined process. Mrs. Larson further explained the need for the Board to hold a Public Hearing as discussed at the ZBA Hearing. Mrs. Jones was requested to contact and forward information to Town Counsel to complete the process for the license.

Chairman Johnson informed the Board of the Energy Committee’s recommendation for a pellet burner for the Town Hall at an estimated cost of \$60,000 with the possibility of a 30% grant for the PUC and possibly for partial payment to come from the Town Hall Capital Reserve Fund. He read

the draft for a warrant article, which would be contingent on receipt of a grant. Discussion on pros and cons of this system ensued. Chairman Johnson explained that an annual savings of \$3,000 would be expected with an approximate payback period of 12 to 14 years. The decision was for the Energy Committee to continue working on this subject and for the Board to make a decision regarding the Warrant Article at the next meeting.

Mr. Bean recommended the purchase of additional land abutting the Town Hall as space is very limited and expressed concerns regarding the large trees just over the stone wall boundary.

Selectman Fanjoy made a motion to give a payment holiday to those employee(s) paying towards health insurance in April; seconded by Selectman Donovan and approved. Mrs. Pinkham advised that the refund from the health insurance is expected to be received in March.

After Chairman Johnson spoke with NHMA, Chairman Johnson, it was agreed that there will be no changes to the Personnel Policy regarding employee recommendations, only dates of employment. Employees still have access to their personnel file.

After a short discussion of the amendment, Selectman Donovan made a motion to approve the mileage policy to be incorporated into the Personnel Policy as written; seconded by Selectman Fanjoy and approved.

Selectman Fanjoy visited the property on Mt. Vernon Terrace regarding setback issues. He spoke with the wife and was expecting a letter from the homeowners advising that the building will be moved, weather permitting, in the spring. As no letter has been received, he will contact them again.

Selectman Donovan explained the increase in the security deposit for the hall from \$100 to \$250 to cover potential damage, to which there was no objection. This amount is returned after inspection of the hall. Selectman Donovan made a motion to approve the Webster Town Hall Waiver Policy and Application as written; seconded by Selectman Fanjoy and approved.

The Board discussed the soccer field lights needing repairs. Mrs. Pinkham has a quote from the same person that installed the LED lights, and will advise him of the offer to donate time from another source received by Chairman Johnson. Those interested will be reminded of the need for certificates of insurance prior to the work being done.

Mrs. Jones was requested to contact the Police Department to verify an apartment in a barn on Tyler Road. If confirmed, Mrs. Jones will draft letter of violation to be sent to the owner.

Selectman Donovan made a motion to appoint Glen Blanchette to the Parks Commission until 2016; seconded by Selectman Fanjoy and approved.

Chairman Johnson drafted a "Utilization of Town Counsel Services Policy" reviewed by the Board. Selectman Donovan made a motion to accept this policy as written; seconded by Selectman Fanjoy and approved. Department Heads and Committee Chairs will be sent a copy of this policy.

The Board will complete paperwork for the Auditors regarding fraud and will give their responses to Mrs. Pinkham.

Chairman Johnson reported that the Police Advisory Committee's next meeting is March 11<sup>th</sup>. He read the results from the "survey" sent with the December tax bills. When results are received, Mrs. Jones will post them on the website.

The Board discussed changing the Town Clerk's pay from salary and fee based to just salary per her request. As it would take a vote of Town Meeting, Chairman Johnson will respond to the Town Clerk that the Board will review and consider this for next year. He also advised that there is no New Hampshire Statute that requires employers to provide health insurance to employees.

Chairman Johnson opened the meeting to the public. Sue Roberts discussed the Holiday scheduling as discussed at a previous Police Advisory Committee Meeting, where 15 people were in attendance, and had concerns as to how this was handled in the Personnel Policy. She asked what was being done by the Select Board about the policy to rectify any existing issues. Selectman Fanjoy read an excerpt from the Personnel Policy under "Holidays, section C". Discussion ensued. Chairman Johnson responded that the Select Board would work on this, but that the Police Chief needs to work on a scheduling policy as well, which cannot be done immediately due to his injury. Selectman Fanjoy inquired about the availability of past copies of the Personnel Policy, which dates back to 1996. Mrs. Jones will research this. Selectman Fanjoy suggested contacting NHMA for guidance. Chairman Johnson advised that the Board needs to address this at the next meeting. Chairman Johnson will also contact Chief Dupuis. Ms. Roberts reiterated the need to address this issue now that many are aware of the issue.

Mrs. Larson read the "Effective Dates and Enforcement" section from the Zoning Ordinances found on the last past in Article XIII as a point of reference relevant to the alleged apartment discussed earlier.

9:01 p.m. Selectman Donovan made a motion to adjourn; seconded by Chairman Johnson and approved.

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**Bruce G. Johnson, Chairman**  
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**Roy E. Fanjoy**

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**Mason W. Donovan**

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B. J. Johnson

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R. E. Fanjoy

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M. W. Donovan